

# TIPWEBIT/HAYES TRAINING

## FCPS ELECTRONIC DEVICE INVENTORY SYSTEM

### ELECTRONIC DEVICES INVENTORY SYSTEM

- [TipWebIt](#) is for tracking equipment supported by the Department of Technology Infrastructure
- It currently houses desktops, laptops, iPads and Chromebooks ONLY
- In the future (after SY 2019-2020) other items will be added
- User Support Specialists attended Site Administrator training
- School Admin and their appointed staff will have Site View privileges

### HOW TO GET HELP

- Top right corner of the site is a link to [Help?](#)
  - These are all written directions
  - Scroll to the bottom for “Step by Step...” directions
- On the left quick clicks is a link to [Support Center Portal](#)
  - These are video how-tos
  - Scroll to the bottom left for links to email [support@hayessoft.com](mailto:support@hayessoft.com) and/or call 800-495-5993
- Call your TS2 or the Help Desk

### HOME SCREEN

- There are 4 customizable widgets
- The top left shows you where you are
- Quick clicks are on the left
- Specialized areas are along the top, including a search bar

### TAGS – STICKERS WITH A BARCODE

- Quick search on a single device in the top bar
- Searchable listing under Tags

### TAG GRID

The screenshot displays the 'Tag Search for Learning EDI' interface. It features a search bar at the top with the text 'Tag Search for Learning EDI'. Below the search bar are two sections: 'Basic Filters' and 'Advanced Filters'. The 'Basic Filters' section includes dropdown menus for 'Site Name' (set to 'Learning Campus'), 'Location' (set to 'Please select'), 'Product Type' (set to 'Please search'), 'Status' (set to 'In Repair'), 'Asset Type' (set to 'Please select'), 'Manufacturer' (set to 'Please search'), 'Funding Source' (set to 'Please select'), and 'Vendor' (set to 'Please select'). The 'Advanced Filters' section is currently empty. Below the filters is a table with the following columns: Tag, Serial, Product Number, Product Name, Manufacturer, Product Type, Site Name, Location, Asset Type, Status, Vendor, and Funding Source. The table contains 10 rows of data, including items like '17 inch V173-D18 LCD Monitor' and 'HP Compaq Tablet PC T64400'. At the bottom of the table, there are navigation controls including 'Page size: 10' and '43 items in 5 pages'.

Tag	Serial	Product Number	Product Name	Manufacturer	Product Type	Site Name	Location	Asset Type	Status	Vendor	Funding Source
12001	8578872857806	1000	17 inch V173-D18 LCD Monitor	Acer	Monitor	Learning Campus	Room 22	Standalone	In Repair	Digitek	District-Bond
12002	6789927890570	1000	17 inch V173-D18 LCD Monitor	Acer	Monitor	Learning Campus	Room 22	Standalone	In Repair	Digitek	District-Bond
12047	37087978296754	1001	Acer Aspire One A0532H-3588	Acer	Notebook	Learning Campus	Room 20/WKRM	Standalone	In Repair	CDW	Technology
2072	230090191108	1090	HP Compaq Tablet PC T64400	Hewlett-Packard	Tablet	Learning Campus	Room 507	Standalone	In Repair		General
2113	230090157147	1090	HP Compaq Tablet PC T64400	Hewlett-Packard	Tablet	Learning Campus	Room 507	Standalone	In Repair		General
120348		1090	HP Compaq Tablet PC T64400	Hewlett-Packard	Tablet	Learning Campus	Room REPAIR	Standalone	In Repair		Technology
120352		1090	HP Compaq Tablet PC T64400	Hewlett-Packard	Tablet	Learning Campus	Room REPAIR	Standalone	In Repair		Technology
120356		1090	HP Compaq Tablet PC T64400	Hewlett-Packard	Tablet	Learning Campus	Room REPAIR	Standalone	In Repair		Technology
120360		1090	HP Compaq Tablet PC T64400	Hewlett-Packard	Tablet	Learning Campus	Room REPAIR	Standalone	In Repair		Technology
120364		1090	HP Compaq Tablet PC T64400	Hewlett-Packard	Tablet	Learning Campus	Room REPAIR	Standalone	In Repair		Technology

- After filtering what you like, you can save the search
- Under Saved Searches you can choose to schedule an email with the envelope icon under Actions.

## TAG GRID – ADVANCED FILTERS

- Can customize the view to see items by Due Date, Tag Notes or any field not listed under basic filters
- By selecting Tag Notes Contains you can make a very specific search for an AC adapter you've coded to the specific device.

## PARENT/COMPONENT TAGS

- Parent tags are for carts
  - DTI stickers for devices worth over \$100
  - Other sticker for devices worth \$99 or less
- Component tags are for devices in the cart

## ISSUE TO STAFF

- Lock Staff ID if they get more than one item
- Lock the Due Date if using for multiple check outs
- Start scanning tags (Asset tags)

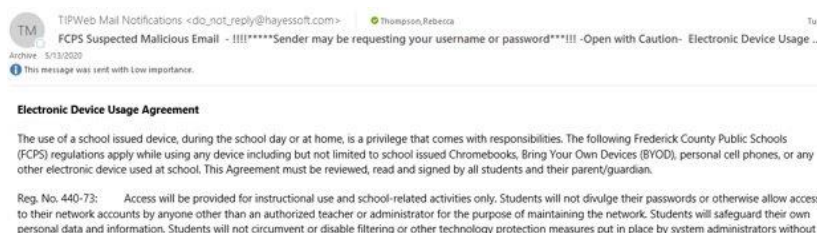
## ISSUE TO STAFF – FULL DISTRIBUTION RECEIPT

- Copy of Receipt will be attached to both device and staff records
- Copy can be emailed out after selecting Full Distribution Receipt and collecting a signature
- Receipt can be emailed to Staff person before or after they sign for the equipment.
- USB plug in pads have been given to all User Supports in Secondary schools



## ISSUE TO STUDENTS

- Click on Issue to Students, it is the same process as issuing to staff
- Receipt for Students (Parents) includes Electronic Device Usage Agreement



#### QUICK COLLECT

- Click on Quick Collect on the left and select the Staging Area as Return Room with status Available
- Scan tags

#### QUICK COLLECT – ACCESSORIES

Chromebooks are distributed with power cords and cases. Charges are assessed if these are not returned when the device is collected.

#### DEVICES IN REPAIR – WEB HELP DESK INTEGRATION

- Overnight WebHelpDesk compares devices with work orders for the Tech Shop to what's in use in the schools.
- Overlaps are changed to status "In Repair" with the work order number noted under Status History in TipWebIT

#### COLLECTION OF FEES – SCHOOL ADMIN STAFF

- Fees and forms are being made available in School Cash
- The integration between School Cash and TipWebIT is expected to be complete
- Then you would be able to view resolution of money owed for repairs, etc.
- Fees and forms can be applied to all secondary students at once at a district level, then collected in whatever manner necessary

#### NEW EQUIPMENT – MSR PROCESS

- Request goes into PeopleSoft and gets processed through both systems
- Devices are transferred from the Unassigned site to the school
- Warehouse staff deliver with a TipWeb ETF, items must then be received by the school (i.e. scan all the tags using "Receive Transfer")

#### NEW EQUIPMENT – PO PROCESS

- Purchase Orders are entered and received at the District Level
- In place of a transfer to be received will be a ticket to be signed only.
  - Items were received in bulk at the District Level when tagged.

#### PURCHASING INTEGRATION – SY 2020/2021

- An integration between PeopleSoft Financials and TipWebIT is in the works
- It will take time to get this done right, so it is not expected to roll out until next school year

#### ADDITIONAL QUESTIONS?

- Documentation and other information can be found on the Tech Services website: <https://education.fcps.org/techservices/inventory>
- Official FCPS Trainers are Becky Thompson and John Soluri
- TipWebIT: <https://frederickcps.tipwebhss.com/TipWebIT/Home.aspx>